

Process Name: Personnel Administration	Process Identifier: PA
Sub-Process Name: Performance Evaluation	Sub-Process Identifier: PA-4

**Sub-Process Purpose and Objectives:** Manage and record the job planning and performance evaluation process **Sub-Process Description**: The process begins either with an employee entering a new position or when annual performance reviews are due. These processes proceed as follows:

Employee enters new position – When an employee enters a new position, they begin a probationary period in that job (initial probation if the employee does not have status in that department, subsequent probation if they have status in another position in that department). The first step in the process is to prepare a job plan for the employee that outlines responsibilities and expectations. After several months, an interim review is performed. If the interim review is satisfactory, the process proceeds. If not, the agency must decide if they would like to terminate the appointment or proceed with the probation process. If they decide to terminate the appointment, then the process differs depending on whether the employee has status in another class with that agency. If the employee has status, then they may be demoted to their previous position or enter Disciplinary Action process. If the employee does not have status, then they may be terminated. At the end of the probation, the employee receives a written performance evaluation. If the review is satisfactory, the employee receives status. If not, the agency must decide if they would like to terminate the appointment or conclude the probation and allow the employee to receive status (note: If the agency does not completed the performance evaluation and employee notification on time, then the employee automatically receives status regardless of performance). If they decide to terminate the appointment, then the process differs depending on whether the employee has status with that agency. If the employee has status, then they may be demoted to their previous position or enter Disciplinary Action process. If the employee does not have status, then they may be terminated. When the evaluation is complete, the evaluation is entered into SEIS. Employees with status may file a grievance on the performance evaluation for procedural issues (ex – no job plan was prepared). This process is described in the grievance procedure.

Annual performance evaluation – On a regular basis (usually annually), the employee receives a performance evaluation. If the review was unsatisfactory, then the agency must decide whether to initiate the disciplinary action process. When the evaluation is complete, the evaluation is entered into SEIS. Employees with status may file a grievance on the performance evaluation for procedural issues (ex – no job plan was prepared). This process is described in the grievance procedure.



## State of Tennessee ERP Automation Assessment Study – Final Report

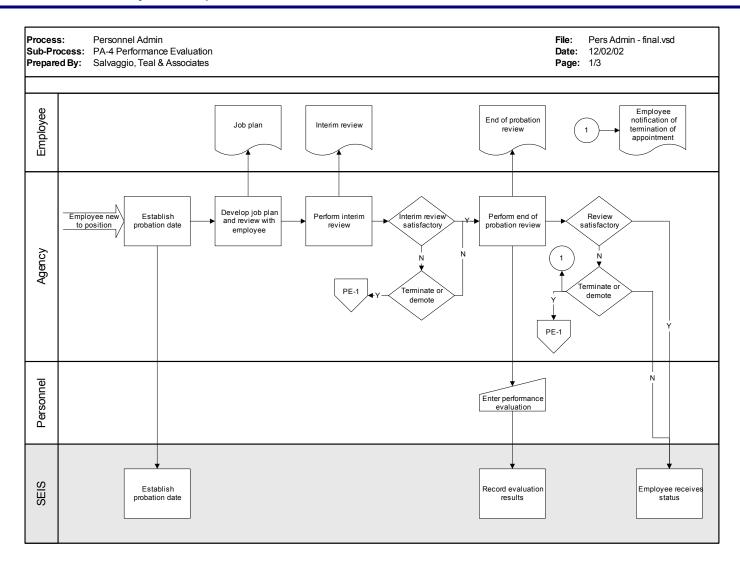
Process Name: Personnel Administration		Process Identifier: PA	Process Identifier: PA	
Sub-Process Name: Performance Evaluation		Sub-Process Identifier: PA-4		
Sub-Process Trigger(s):		Key Sub-Process Participants:		
Inputs:				
Input	Format	Volume/Time	Suppliers	
Personnel master file Personnel evaluations	Database Paper forms/online entry	45,000 active employees 29,000/year	Personnel and agency users Personnel and agencies	
Outputs:		V 1 (=)		
Output	Format	Volume/Time	Recipients	
Updated personnel records	Database		Personnel and agency users	
Performance review	Paper document		Personnel, agency, employee	
Job plan  Employee notification of end of appointment	Paper document Paper document		Personnel, agency, employee Personnel, agency, employee	
Past due evaluations	Report	Quarterly	Personnel, agency	
Evaluations due	Report	Twice per month	Agency	
Performance Measures Tracke	ed:			
Measure		Approx. Value	Target Value	
On time evaluations			100%	



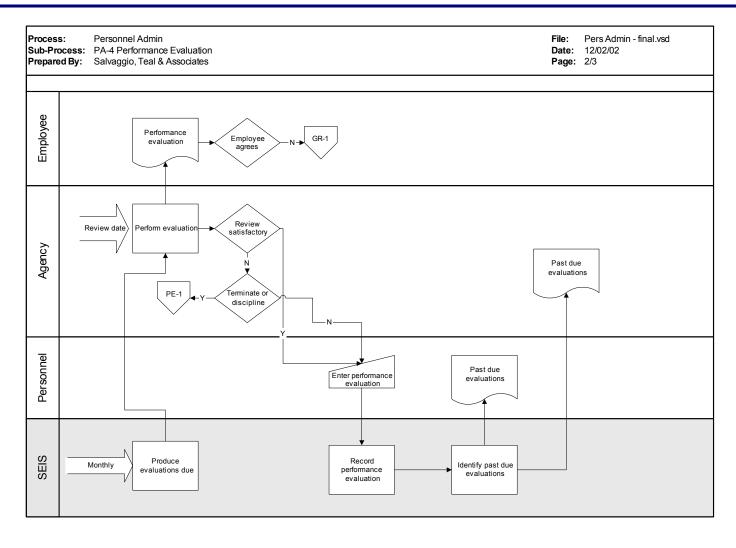
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Process Name: Personnel Administration	Process Identifier: PA	
Sub-Process Name: Performance Evaluation	Sub-Process Identifier: PA-4	
Laws, Regulations, and Policies That Govern Sub-Process:		
TCA 8-30-328, DPO 1120-5		
Current Sub-Process Issues/Problems:		
Improvement Opportunities:		
Opportunity	Organizational Impacts	
Merge cells to link one Opportunity to multiple impacts)	(Individually list and describe laws [L] regulations [R], and	
	policies [P], as well as cultural [C] considerations for each opportunity)	
Applications that Compare the Code process		
Applications that Support the Sub-process		
Application Name(s)	Technology Description	
(Internal name and vendor's name)	(Programming vendor, language, platform, database, etc.)	
SEIS	In house developed, COBOL, IBM mainframe, IMS	











Process: Personnel Admin File: Pers Admin - final.vsd Sub-Process: PA-4 Performance Evaluation Date: 12/02/02 Prepared By: Salvaggio, Teal & Associates Page: 3/3 Prepare Subsequent probation Eligible for demotion PE-1 PA-1 transactions to demote employee Agency Prepare DA-1 transactions to terminate employee PA-1